PCRS
(PAYROLL COST REPORTING SYSTEM) DISPOSAL SCHEDULE

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
	PCRS AUDIT TRAIL REPORTS						
Item No. 7	PMIS Accounts Reassignment Report PCRS 3	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 8	CAPS Accounts Reassignment Report PCRS 3	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
	FOOTNOTES:						
1	System generated transactions are retained on-line in View Direct for 7 years from date of issuance						
2	If a department has been notified of a pending audit or has an audit in process all records pertaining to the audit (Statewide Single Audit, audits performed by the Office of the State Auditor, the Federal Government, or any other Audit group) need to be kept until the completion of the audit						
3	Completion of the audit means resolution of audit results						
4	All standard PCRS reports are available on View Direct, an on-line system used for capturing and viewing reports. All Audit trail reports are listed on this schedule. Non audit trail reports are optional reports for departments and are retained on-line in View Direct one year from date of issuance (Paper reports are not routinely produced for departments)						